



TANZA WATER DISTRICT

HUMAN RESOURCE MANAGEMENT PROCEDURE

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TWD-QP-AGS-001

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Page 1 of 20

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General Manager

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Human Resource Management Procedure

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1.0 OBJECTIVE

This documentation is established to ensure the efficient management of human resources in coordination with the management through effective planning in human resource development and implementation of policies and procedures.

2.0 SCOPE

This procedure is applicable to cover different processes for human resource management of the entire TANZA WATER DISTRICT.

3.0 DEFINITION OF TERMS

- 3.1 ACMD – Accounting and Cash Management Division.
- 3.2 AGSD – Administrative and General Services Division.
- 3.3 COC – Compensatory Overtime Credit. Accrued number of hours an employee earns as a result of services rendered beyond regular working hours and/or those rendered on Saturdays, Sundays, Holidays or scheduled days off without the benefit of overtime pay.
- 3.4 CSC – Civil Service Commission.
- 3.5 CTO – Compensatory Time-Off. Number of hours or days an employee is excused from reporting for work with pay and benefits. It is a non-monetary benefit provided to an employee in lieu of overtime pay.
- 3.6 Disciplinary Action - Management action to prevent an employee’s inappropriate behavior for an infraction committed against agency policies and rules. It is also a corrective action to eliminate or minimize incorrect attitude of an employee to protect the interest of the company as well as of those of the employees.
- 3.7 IPCR – Individual Performance and Commitment Review. Form used by employees for performance evaluation.
- 3.8 Lateral Transfer: A process by which an employee is moved from one division to another with a job of equivalent rank or of the same pay class within the organization wherein the employee can be more productive to the organization.
- 3.9 NOSA – Notice of Salary Adjustment. A memo issued to employee as record of salary adjustment. Format is usually prescribed by the Department of Budget and Management.
- 3.10 Performance Evaluation - A method of determining an employee’s performance at a given period as basis for transfer, promotion, merit increase and training.
- 3.11 PMT – Performance Management Team. A committee in-charge of the performance evaluation.

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- 3.12 OPCR – Office Performance and Commitment Review. Form used by the division manager for the performance evaluation.
- 3.13 PSB – Personnel Selection Board. A committee in-charge of the process of recruitment, selection and placement.
- 3.14 Position Description Form - A detailed outline of the responsibilities and authorities of an employee.
- 3.15 Promotion - A process through which an employee is being elevated to a higher rank/position and is given more responsibilities and better privileges.
- 3.16 Recruitment - A process of selecting qualified applicants for certain positions based on the company requirement.
- 3.17 RAI - Report on Appointments Issued. Report submitted to Civil Service Commission every 10th of the following month to declare appointments issued on the previous month.
- 3.18 Resignation - A process through which an employee decides to voluntarily terminate his services to the agency.
- 3.19 SPMS – Strategic Performance Management System. An output-based performance evaluation system aligned with the agency’s strategic objectives.
- 3.20 Termination - A process through which an employee is separated from the company due to legal and valid reasons in accordance with the Civil Service Law and/or agency policies.
- 3.21 Timekeeping - An activity to monitor and record the daily attendance of employees.

4.0 REFERENCE DOCUMENTS

- 4.1 Control of Position Description and Table of Organization Procedure
- 4.2 Competence, Training and Awareness Procedure

5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 General Manager
 - 5.1.1 The General Manager has the over-all responsibility and authority for the management and control of the entire TANZA WATER DISTRICT operations.
- 5.2 Division Manager of Administrative and General Services Division (AGSD) shall:
 - 5.2.1 Be responsible for the over-all activities of personnel administration function of the entire TANZA WATER DISTRICT.

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5.3 Division Managers and Officers-in-Charge

5.3.1 All Division Managers and Officers-in-Charge have the authority to give suggestions and recommendations to their immediate subordinates on TWD’s policies and personnel concerns.

6.0 PROCEDURE DETAILS

6.1 Recruitment, Selection and Placement

6.1.1 Permanent Employees

Process Flow	In-charge	Process Description	Records
Start			
Initiate Request	Concerned Division	Shall properly accomplish the form for Manpower Requisition. This shall be properly accomplished with complete details on the nature of request, place of assignment and job description and shall be duly signed by the authorized signatories before forwarding to the Office of the General Manager.	Manpower Requisition Form
Verification	HR Unit of AGSD	Once approved by the General Manager, shall check the current approved Plantilla of Personnel (POP) to ensure the existence of the vacant position to be filled-up.	Plantilla of Positions (POP)
Advertisement	HR Unit	Shall post list of vacant positions to be filled-up at CSC/agency’s bulletin board, website and other conspicuous places.	Bulletin of Vacant Positions
Assessment	HR Unit	Shall receive and assess applications and prepare profile of all qualified applicants.	PDS; Letter of Intent Applicant’s Profile
Schedule and Conduct of Screening Process	HR Unit and Personnel Selection Board (PSB)	Shall schedule and conduct screening process (written exam, background investigation and behavioral event interview).	Schedule; EETE; Essay Rating Form; Background Check; Potential Rating Form; PSPT
A			

<div>A</div>			
<div>Deliberation</div>	PSB	Shall deliberate results of the screening process based on set criteria and shall be consolidate using the Comparative Assessment Summary	Comparative Assessment Summary
<div>Endorse Evaluation Results and Recommendation</div>	PSB	Shall endorse the comparative evaluation results and recommendation to the General Manager.	Comparative Assessment Summary
<div>Final Approval</div>	General Manager	Shall select the most competent and efficient applicant for the position.	
<div>Notification of Selected Applicant</div>	HR Unit	Shall notify the selected applicant for appointment and submission of requirements <i>Note:</i> All applicants not selected shall also be notified.	
<div>Preparation of Appointment Paper</div>	HR Unit	Shall prepare Appointment Paper and other documentary requirements of selected applicant.	Appointment Paper
<div>Conduct of Oath-Taking</div>	General Manager	Shall conduct oath taking of newly hired employee/s.	Panunumpa Sa Katungkulan
<div>Conduct of Employee Orientation</div>	HR Unit	Shall conduct initial training and orient the concerned employees regarding organization's background and history, operational activities and policies, rules and regulations.	
<div>Submission of RAI</div>	HR Unit	Shall submit Report on Appointments Issued (RAI) to Civil Service Commission together with the Appointment Papers and other requirements for evaluation.	Report on Appointment Issued (RAI)
<div>End</div>			



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6.1.2 Job Order Personnel

Process Flow	In-charge	Process Description	Records
Start			
Initiate Request	Concerned Division	Shall properly accomplish the form for Manpower Requisition. This shall be properly accomplished with complete details on the nature of request, place of assignment and job description and shall be duly signed by the authorized signatories before forwarding to the Office of the General Manager.	Manpower Requisition Form
Gathering of Applicant	HR Unit of AGSD	Once the Manpower Requisition is approved by the General Manager, shall check records of applicant's resume and solicit applications.	Manpower Requisition Form
Assessment	HR Unit	Shall receive and assess applications.	Personal Data Sheet
Notification	HR Unit	Shall notify qualified applicants of the schedule of interview.	
Conduct of Interview	HR Unit	Shall conduct initial interview.	
	General Manager	Shall conduct final interview.	
Notification of Selected Applicant	HR Unit	Shall notify applicants of the result of the screening and instruct the selected applicants on the submission of requirements and schedule of orientation.	
Preparation of Job Order Contract	HR Unit	Shall prepare Job Order Contract and other documentary requirements of selected applicant.	Job Order Contract
A			

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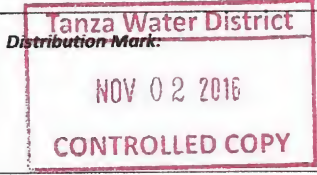
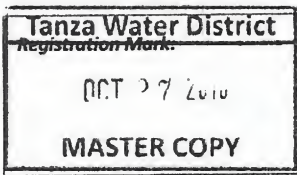
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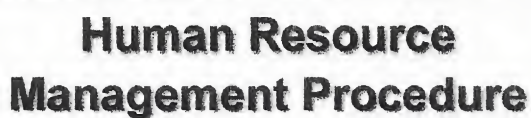
<div><div>A</div><div>Orientation</div><div>Signing of JO Contract</div><div>Endorsement</div><div>End</div></div>				
	HR Unit	Shall conduct initial training and orient the concerned employees regarding organization's background and history, operational activities and policies, rules and regulations.		
		Shall gather all requirements.		
	Newly-hired employee	Shall sign in the Job Order Contract together with the Position Description upon reporting to work.	Job Order Position Description	
	HR Unit	Shall endorse newly-hired employee to the concerned division to which he will be assigned.		

6.2 Strategic Performance Management System (SPMS)

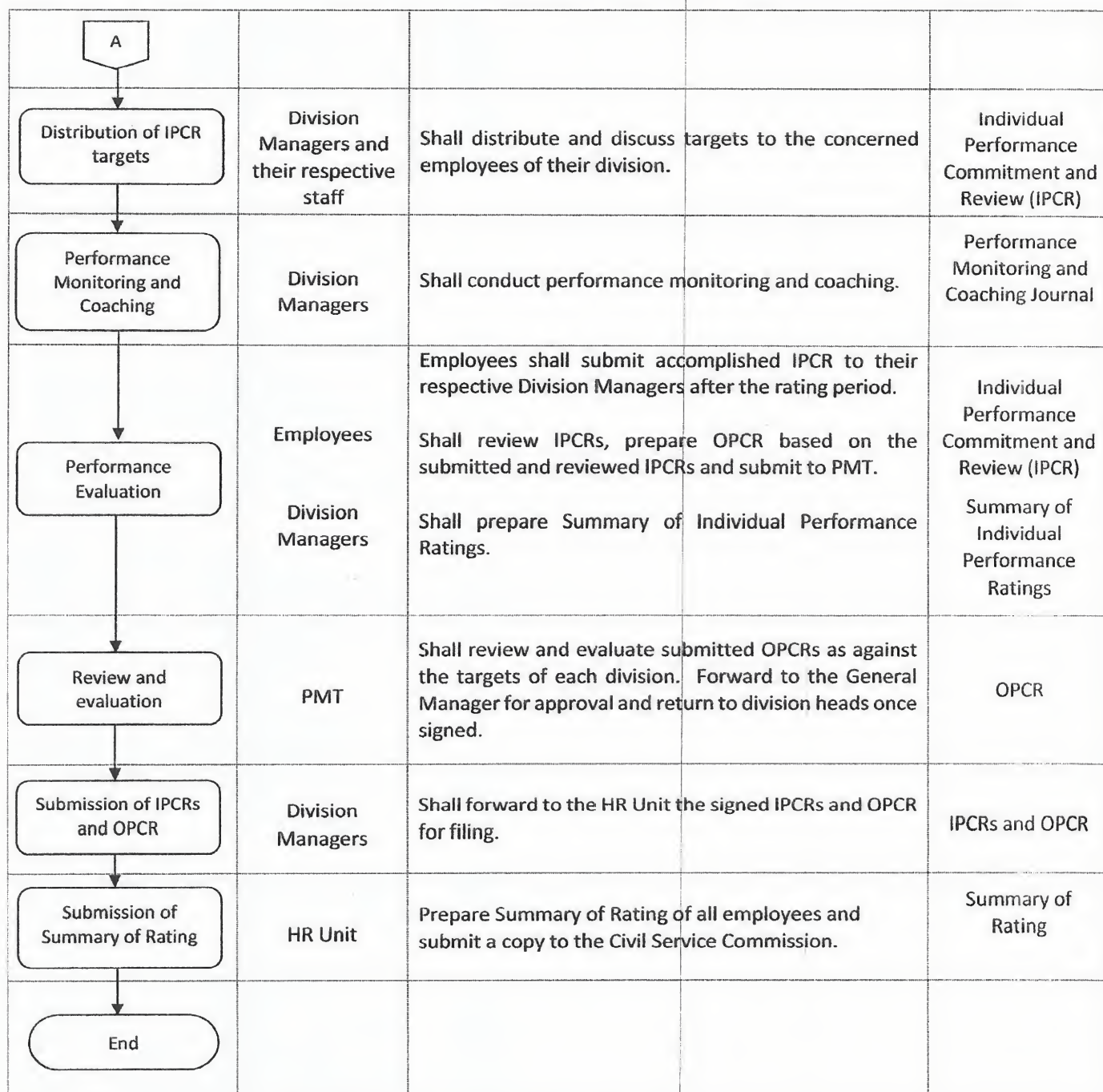
Process Flow	In-charge	Process Description	Records
<div><div>Start</div><div>Target Setting</div><div>Review of OPCR targets</div><div>Approval of OPCR targets</div><div>A</div></div>			
	All Division Managers	Shall prepare and submit the targets of their respective divisions for the succeeding year.	Office Performance Commitment and Review (OPCR)
	Performance Management Team (PMT)	Shall review and evaluate the submitted targets of division heads and submit them to the General Manager.	Office Performance Commitment and Review (OPCR)
	General Manager	Shall evaluate and approve all divisions' OPCR for the succeeding year.	OPCR



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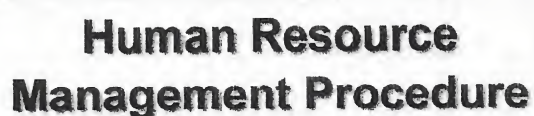
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6.3 Reassignment / Lateral Transfer

Process Flow	In-charge	Process Description	Records
Start			
Instruction as to Reassignment	General Manager	Shall direct the HR Unit to prepare Office Order for the reassignment of concerned employee/s.	Office Order
Preparation of Office Order	HR Unit	Shall prepare the Office Order indicating the division where the employees shall be transferred to, the duties and responsibilities of the new work assignment and the effectivity date. Forward to the General Manager for signature.	Office Order
Issuance of Office Order	HR Unit	Shall issue the Office Order of the reassignment to the concerned employee and give further instructions.	Office Order
Filing	HR Unit	Shall file to 201 file of the concerned employee the copy of the Office Order for reference.	Office Order 201 file
End			



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Process Flow	In-charge	Process Description	Records
Start			
Filing of Resignation / Retirement	Concerned Employee	Shall file his/her resignation letter thirty (30) days prior to its effectivity (properly addressed to the General Manager). <i>Note:</i> Retirement Letter shall be filed one hundred twenty (120) days prior to its effectivity.	Resignation Letter
Accept Resignation	HR Unit	Shall accept filed resignation/retirement letter and provide Letter of Acceptance and forward to the General Manager.	Letter of Acceptance
Sign Letter of Acceptance	General Manager	Shall sign Letter of Acceptance.	Letter of Acceptance
Interview	HR Unit	Shall conduct an exit interview to the concerned resignee/retirees upon receiving his/her approved resignation/retirement letter. List of requirements for the processing of retirement/separation benefits shall be forwarded to the concerned employee.	Exit Interview
Processing of Retirement/ Separation Benefits	HR Unit	Shall facilitate the processing of retirement/separation benefits once all the requirements are submitted by the retiree/resignee; update membership records to various agencies.	
End	HR Unit	Forward the 201 file to the retiree/resignee and have him sign the receiving copy of such.	201 file

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6.5 Disciplinary Action

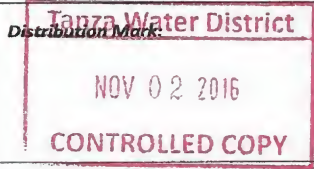
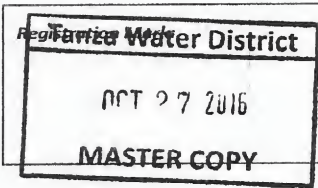
Process Flow	In-charge	Process Description	Records
Start			
Initiate Disciplinary Action	Concerned Division / HR Unit	Shall initiate disciplinary action to erring employees by issuing Notice to Explain (NTE).	Notice to Explain
Notice	HR Unit	Shall furnish the concerned employee a written notice stating the particular acts or omission constituting the grounds for the dismissal or termination of concerned employee.	Notice of Violation
Conduct Investigation	Grievance Committee	Shall conduct investigation regarding the particular offense committed by the concerned employee and endorse to General Manager.	Investigation Report
Final Resolution	General Manager	Shall approve final resolution or decision in the submitted committee investigation and recommendation.	Resolution
Update Records	HR Unit	Shall include in the list of separated employee being prepared by HR Unit for reporting to the Civil Service and other concerned division.	List of Active Employees
End			

6.6 Salary Increase

Process Flow	In-charge	Process Description	Records
<div>Start</div>			
<div>Review of Circular</div>	HR Unit	Shall review the details stated in the national budget circular pertaining to the salary increase in connection to the Salary Standardization Law. Forward a copy to the Accounting and Cash Management Division and Office of the General Manager. <i>Note:</i> If salary increase is due to meritorious performance, copy of performance evaluation (IPCR), justification and recommendation letter from the division head, shall be submitted for further evaluation.	
<div>Preparation of NOSA</div>	HR Unit	Shall prepare the Notice of Salary Adjustment (NOSA) of individual employees based on the prescribed format, and have it forwarded to the General Manager for approval.	Notice of Salary Adjustment (NOSA)
<div>Issued of NOSA</div>	HR Unit	Once approved, original copy of the NOSA shall be issued to employees for their reference. Salary adjustment shall be reflected in the payroll depending on the effectivity stated in the NOSA. Copy of the NOSA duly received by the employees shall be filed in their respective 201 files.	Notice of Salary Adjustment (NOSA)
<div>End</div>			

6.7 Filing of Leave Application / Availment of Compensatory Time-Off (CTO)

Process Flow	In-charge	Process Description	Records
<div>Start</div>			
<div>Filing of Leave or CTO</div>	Concerned Employee	Shall properly accomplish application for leave or CTO in the prescribed format. It shall bear the action taken by the immediate supervisor. <i>Note:</i> Leave application shall be filed five (5) days between the date of application and the actual date, and CTO shall be filed two (2) days prior to the actual date. Sick leave shall be filed by employees who called-in sick a day after returning back to work.	Application for Leave or CTO
<div>Certify Leave Credits</div>	HR Unit	Shall receive accomplished leave form or CTO, certify the balance of leave credits for both vacation and sick leave (or COC, for CTO) record in the leave logbook (or CTO logbook) and indicate reference number, update leave card of employee (COC) and forward to the General Manager for approval.	Certification of Balance of Leave Credits and Employee Leave Card; COC
<div>Recommend Approval</div>	General Manager	Shall approve or disapprove the application for leave or CTO of employee. Once approved, leave application or CTO shall be returned to the HR Unit.	Application for Leave or CTO
<div>Filing</div>	HR Unit	Shall file the duplicate copy of the approved leave or CTO in the 201 file.	Application for Leave or CTO
<div>Record</div>	Concerned employee	Shall secure the original copy of the application for leave or CTO to know if it is approved or not.	Application for Leave or CTO
<div>End</div>			



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6.8 Payroll Preparation for Permanent Employees / Job Order Personnel

Process Flow	In-charge	Process Description	Records
Start			
Consolidation of Required Document	HR Unit	Shall collect and check entries in the Daily Time Records (DTRs) of permanent employees. <i>Note:</i> Payroll of permanent employees are prepared bi-monthly while job order personnel are prepared every week.	Daily Time Record (DTR)
Computation of Payroll	HR Unit	Shall encode details of payroll per employee (deductions, overtime, adjustments, tax etc.)	Computed Payroll
Checking of Payroll	Division Manager of AGSD	Shall check the payroll before submission to the Accounting and Cash Management Division.	Payroll
	Division Manager of ACMD	Shall check the payroll once again and forward to the Accounting Processor for the preparation of voucher. <i>Note:</i> Payroll shall be returned back to the AGSD if there are corrections.	Payroll
Preparation of Payroll Voucher	Accounting Processor	Shall prepare disbursement voucher once finalized.	General Payroll
End			

6.9 Processing of Overtime

Process Flow	In-charge	Process Description	Records
Start			
Preparation of OT Authorization	Concerned Employee(s)	Shall fill-out Overtime Authorization Form with complete details (name, position, date, purpose, and estimated hours) and have it signed by the immediate supervisor. Forward to the HR Unit of the Administrative and General Services Division.	Overtime Authorization Form
Receipt and Recording	HR Unit	Shall receive the Overtime Authorization Form, check for other restrictions and details if complete, record in the Overtime logbook, indicate reference number and forward to the Division Head of AGSD.	Overtime Authorization Form
Checking	Division Managers of AGSD and ACMD	Shall check and sign the Overtime Authorization Form and forward to the General Manager for approval.	Overtime Authorization Form
Approval	General Manager	Shall approve the Overtime Authorization.	Overtime Authorization Form
Actual Rendering of OT	Concerned Employee(s)	Shall render the overtime services on the date specified in the authorization, prepare Overtime Slip individually, and submit to the HR Unit.	Overtime Slip
End	HR Unit	Shall receive the Overtime Slip, identify whether Compensatory Time-off (CTO) or with pay, check time cards for actual hours, and attach to the corresponding approved Overtime Authorization. Forward to the Division Heads of AGSD and ACMD and then finally to the General Manager for approval. Once signed, file a copy in the Overtime folder and forward the other copy to the ACMD.	Overtime Slip

6.10 Time-keeping / Monitoring of Attendance

Process Flow	In-charge	Process Description	Records
Start			
Preparation of Time Cards	HR Unit	<p>Shall prepare individual time card of all employees every month.</p> <p>Shall encode monthly work schedules of all employees in the biometrics system.</p> <p><i>Note:</i> Newly-hired employees shall be enrolled by scanning fingerprints and assigning employee number in the system.</p>	Time Card; Work Schedules
Time-in and Time-out	All Employees	<p>Shall time-in and time-out in the bundy clock and scan fingerprints in the biometrics.</p> <p><i>Note:</i> For pump operators and guards-on-duty assigned in Pumps 7 and 8, scan fingerprints and log in the attendance logbook.</p>	Time Card
Report Preparation	HR Unit	Shall check time cards of employees and generate biometrics report as needed (OT, payroll preparation, report preparation etc.).	Summary of Lates and Undertimes
End			

6.11 Processing of Pass Slip

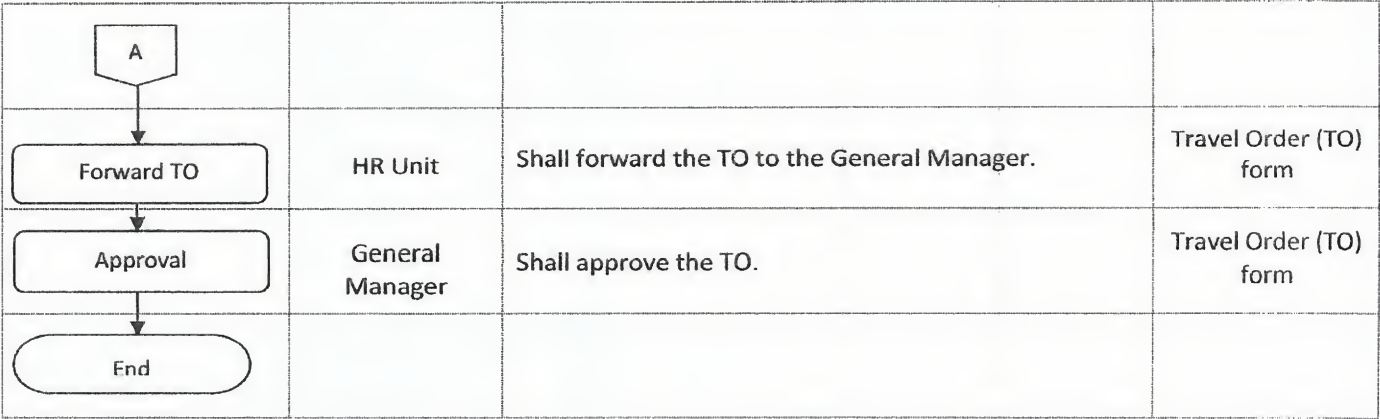
Process Flow	In-charge	Process Description	Records
Start			
Preparation of Pass Slip	Concerned Employee(s)	Shall fill-out Pass Slip (in duplicate) and have it signed by the immediate supervisor. Forward to the HR Unit of the Administrative and General Services Division.	Pass Slip
Receipt and Recording	HR Unit	Shall receive the Pass Slip, record in the Pass Slip logbook, indicate reference number and forward to the Division Head of AGSD.	Pass Slip
Checking	Division Manager of AGSD	Shall check and sign the Pass Slip.	Pass Slip
Issuance of Approved Pass Slip	HR Unit	Shall furnish a copy of the approved Pass Slip to the concerned employee.	Pass Slip
Time out and Time in	Concerned Employee(s)	Shall time-out in his timecard before leaving the office premises and time-in upon returning back. Notify the HR Unit of his return.	Time Card
End	HR Unit	Shall indicate in the HR copy of the Pass Slip the actual time of the employee's departure and arrival and file in the Pass Slip folder.	Pass Slip

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6.12 Processing of Travel Request (TR) and Travel Order (TO)

Process Flow	In-charge	Process Description	Records
Start			
↓			
Accomplishment of TR	Concerned Employee(s)	Shall fill-out Travel Request form (in duplicate) and have it signed by the immediate supervisor. Forward to the HR Unit of the Administrative and General Services Division.	Travel Request (TR) form
↓			
Receipt and Recording	HR Unit	Shall receive the TR form, record in the TR logbook, indicate reference number and forward to the Division Head of AGSD.	TR TR Logbook
↓			
Checking	Division Manager of AGSD	Shall check and sign the TR.	Travel Request (TR) form
↓			
Forward to GM	HR Unit	Shall forward the TR to the General Manager for approval.	Travel Request (TR) form
↓			
Approval	General Manager	Shall sign the TR for approval.	Travel Request (TR) form
↓			
Issuance of approved TR	HR Unit	Shall furnish a copy of the approved TR to the concerned employee.	Travel Request (TR) form
↓			
Preparation of TO	Concerned employee	Shall accomplish the Travel Order form once official business is done. Indicate details as per approved TR, the detailed itinerary and attach Certificate of Appearance and TR and forward to the HR Unit.	Travel Order (TO) form
↓			
Receipt and Checking	HR Unit	Shall receive and check the accomplished TO submitted by the employee, indicate reference number and forward to the Division Head of AGSD.	Travel Order (TO) form
↓			
Checking	Division Manager of AGSD	Shall check and certify the TO.	Travel Order (TO) form
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6.13 Report

Reports	Frequency	Responsible
Report on Appointment Issued (RAI)	Monthly	HR Unit
Summary of Undertime and Late	Monthly	HR Unit

7.0 PERFORMANCE INDICATOR

7.1 All policies and procedures are properly observed by all employees, implemented by all divisions, with the strict monitoring of the HR Unit of the Administrative and General Services Division.

8.0 ATTACHMENTS AND FORMS

- 8.1 Form 1 – Manpower Requisition Form
- 8.2 Form 2 – Bulletin of Vacant Positions in the Government
- 8.3 Form 3 – PSB Schedule
- 8.4 Form 4 – Letter of Intent to Apply
- 8.5 Form 5 - Personal Data Sheet (PDS)
- 8.6 Form 6 – Applicant’s Profile
- 8.7 Form 7 – Rating Form for First Level Position - Education, Experience, Training and Eligibility (EETE)
- 8.8 Form 8 - Rating Form for Second Level Position - Education, Experience, Training and Eligibility (EETE)
- 8.9 Form 9 – Background Check
- 8.10 Form 10 – Essay Test Rating Form
- 8.11 Form 11 – Psycho Social and Personality Traits (PSPT) for First Level
- 8.12 Form 12 - Psycho Social and Personality Traits (PSPT) for Second Level
- 8.13 Form 13 – Potential Assessment Form
- 8.14 Form 14 – CSC Form No. 1 Position Description Form
- 8.15 Form 15 - Comparative Assessment Summary
- 8.16 Form 16 – Notice of Appointment
- 8.17 Form 17 - Requirements for Permanent Appointment

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- 8.18 Form 18 – Panunumpa sa Katungkulan
- 8.19 Form 19 – Appointment Processing Checklist
- 8.20 Form 20 – Job Order (JO) Contract
- 8.21 Form 21 – Position Description (JO)
- 8.22 Form 22 - Office Performance Commitment and Review (OPCR) Form
- 8.23 Form 23 – Individual Performance Commitment and Review (IPCR) Form
- 8.24 Form 24 – Summary List of Individual Performance Ratings
- 8.25 Form 25 – Summary of Rating
- 8.26 Form 26 – Performance Monitoring and Coaching Journal
- 8.27 Form 27 – Application for Compensatory Time Off
- 8.28 Form 28 – Computation of Salary (Permanent)
- 8.29 Form 29 – Summary of Payroll (Permanent)
- 8.30 Form 30 - Computation of Salary (JO)
- 8.31 Form 31 - Summary of Payroll (JO)
- 8.32 Form 32 – Overtime Authorization Slip
- 8.33 Form 33 – Overtime Slip
- 8.34 Form 34 – Pass Slip
- 8.35 Form 35 – Travel Request
- 8.36 Form 36 – Travel Order



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TANZA WATER DISTRICT
Tanza, Cavite

MANPOWER REQUISITION FORM

Date: _____

FOR : **THE GENERAL MANAGER**
THRU : **HUMAN RESOURCE DIVISION**
SUBJECT : **REQUEST FOR HIRING OF NEW PERSONNEL
RENEWAL OF CONTRACT**

I. DETAILS

JOB ORDER PERMANENT
☐ ☐

POSITION TITLE / SG

II. ASSIGNMENT

GROUP ☐ ADMINISTRATIVE ☐ OPERATIONS
OFFICE UNIT ☐ OFFICE OF THE BOARD OF DIRECTORS (BOD)
 ☐ OFFICE OF THE GENERAL MANAGERS (GM)
 ☐ ADMINISTRATIVE AND GENERAL SERVICES DIVISION (AGSD)
 ☐ ACCOUNTING AND CASH MANAGEMENT DIVISION (ACMD)
 ☐ CUSTOMER ACCOUNTS AND SERVICES DIVISION (CASD)
 ☐ CONSTRUCTION AND MAINTENANCE DIVISION (CMD)
 ☐ WATER RESOURCES, PLANNING AND DESIGN DIVISION (WRPDD)

III. GENERAL DESCRIPTION OF THE POSITION

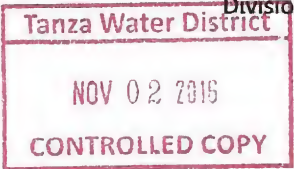
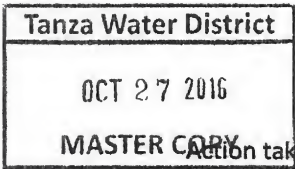
IV. REASON / PURPOSE / JUSTIFICATION

Requested by:

Verified by:

Name / Designation

KAREN P. MAESTRADO
Division Manager B - Admin and GS



Action taken:

☐ Approved ☐ Disapproved

Engr. MYRNA P. BOBADILLA
General Manager



Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite

BULLETIN OF VACANT POSITIONS IN THE GOVERNMENT

REGION IV, CSFO – CAVITE

Date of Release: _____

Tanza Water District OCT 27 2016 PUBLISHED BY THE CIVIL SERVICE COMMISSION MASTER COPY	Tanza Water District NOV 02 2016 CONTROLLED COPY
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REGION IV, CSFO – CAVITE

REGION IV: TANZA WATER DISTRICT; _____;
PLACE OF ASSIGNMENT: _____;
S/G ____ Item No. ____; Educational Attainment: _____;
Experience and Training: _____; Eligibility: _____.

REGION IV: TANZA WATER DISTRICT; _____;
PLACE OF ASSIGNMENT: _____;
S/G ____ Item No. ____; Educational Attainment: _____;
Experience and Training: _____; Eligibility: _____.

REGION IV: TANZA WATER DISTRICT; _____;
PLACE OF ASSIGNMENT: _____;
S/G ____ Item No. ____; Educational Attainment: _____;
Experience and Training: _____; Eligibility: _____.

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Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite

TO : ALL MEMBERS OF PERSONNEL SELECTION BOARD

SUBJECT : PSB SCHEDULE

RE: _____

DATE : _____

For the purpose of smooth operational procedure of Tanza Water District and advance information for your commitment, we would like to inform your good office that the proposed schedule and procedure on recruitment, selection and hiring are listed and stated below; to wit:

Publication schedule

Position of _____
Position of _____
Position of _____

Gathering of Applicants

_____ (HRMO provide the listing of applicants)

Notification of Applicants

Preliminary Evaluation

Examination / Skills Test / Interview

_____ Examination & Interview

Selection line – up

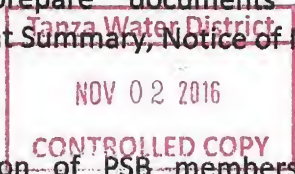
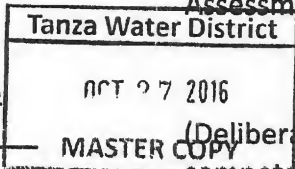
_____ (HRMO prepare Assessment report)
ETE, PSPT, Potential, Essay, Applicants Profile
– Comparative Assessment

Preparation of document for PSB meeting

_____ (HRMO prepare documents which supports
Assessment Summary, Notice of Meeting, Agenda)

Meeting of PSB

_____ (Deliberation of PSB members, consider those
competent applicants, personal qualification and
CSC Qualification requirement for the positions.
The PSB discuss the date of appointment, PDF,
Salary & other benefits)



Collate data & summarization

_____ (HRMO provide assessment summary to provide system ranking)

Recommendation of PSB Assessment Ranking

_____ (PSB submits the list of candidates recommended for appointment)

Declaration of Appointing Authority

_____ (Head of agency select the applicant to be appointed.)

Notification / announcement of most qualified candidates

_____ (HRMO notify the most qualified applicants, posting of assumption report)

Requirements procedures

For selected candidates

- Compliance of communal & medical requirements
- Accomplishment of forms & other document

For HRMO

- Verification of records & document
- Evaluation of documents submitted by appointee
- Preparation of Appointment, reports & other documents
- Completion of signatories

Pre – Orientation Program

Orientation of TWD management composition, position description, salaries, benefits, allowances, office rules, CSC regulation, process of documents, other partner agency laws.

Oath-taking ceremony

Submission of Appointment (together with Report on Appointment Issued (RAI) on or before the _____.

Issuance of Appointment

Note: Effectivity of Appointment _____.

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For your information.

Tanza Water District
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KAREN P. MAESTRADO

Division Manager B – Admin and GS

Noted by:

Engr. MYRNA P. BOBADILLA
PSB Chairman



Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite

LETTER OF INTENT TO APPLY

Position :
Salary Grade :
Level :
Place of Assignment :

Qualification Standards

Education :
Experience :
Training :
Eligibility :

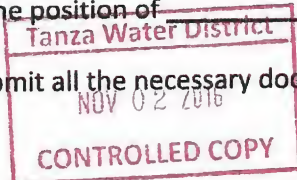
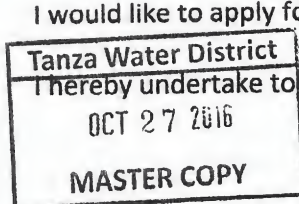
Duties and Responsibilities

- 1.
- 2.
- 3.

KAREN P. MAESTRADO

Division Manager B – Admin and GS

I would like to apply for the position of _____ of Tanza Water District.



I hereby undertake to submit all the necessary documents needed for the evaluation of my application.

Applicant : _____

Date : _____

PERSONAL DATA SHEET

Print legibly. Mark appropriate boxes ☐ with "✓" and use separate sheet if necessary.

1. CS ID No.

(to be filled up by CSC)

I. PERSONAL INFORMATION

2. SURNAME												
FIRST NAME												
MIDDLE NAME												
4. DATE OF BIRTH (mm/dd/yyyy)											3. NAME EXTENSION (e.g. Jr., Sr.)	
5. PLACE OF BIRTH												
6. SEX	<input type="checkbox"/> Male <input type="checkbox"/> Female											
7. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Annulled <input type="checkbox"/> Others, specify _____											
8. CITIZENSHIP												
9. HEIGHT (m)												
10. WEIGHT (kg)												
11. BLOOD TYPE												
12. GSIS ID NO.												
13. PAG-IBIG ID NO.												
14. PHILHEALTH NO.												
15. SSS NO.												
16. RESIDENTIAL ADDRESS												
17. TELEPHONE NO.												
18. PERMANENT ADDRESS												
19. TELEPHONE NO.												
20. E-MAIL ADDRESS (if any)												
21. CELLPHONE NO. (if any)												
22. AGENCY EMPLOYEE NO.												
23. TIN												

II. FAMILY BACKGROUND

24. SPOUSE'S SURNAME			25. NAME OF CHILD (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME				/ /
MIDDLE NAME				/ /
OCCUPATION				/ /
EMPLOYER/BUS. NAME				/ /
BUSINESS ADDRESS				/ /
TELEPHONE NO.				/ /
(Continue on separate sheet if necessary)				
26. FATHER'S SURNAME				/ /
FIRST NAME				/ /
MIDDLE NAME				/ /
27. MOTHER'S MAIDEN NAME				/ /
SURNAME				/ /
FIRST NAME				/ /
MIDDLE NAME				/ /
(Continue on separate sheet if necessary)				

III. EDUCATIONAL BACKGROUND

28. LEVEL	NAME OF SCHOOL (Write in full)	DEGREE COURSE (Write in full)	YEAR GRADUATED (if graduated)	HIGHEST GRADE/ LEVEL/ UNITS EARNED (if not graduated)	INCLUSIVE DATES OF ATTENDANCE		SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
					From	To	
ELEMENTARY	Tanza Water District	Tanza Water District					
SECONDARY	OCT 27 2016	NOV 02 2016					
VOCATIONAL / TRADE COURSE	MASTER COPY	CONTROLLED COPY					
COLLEGE							
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

31.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
		/ /	/ /		
		/ /	/ /		
		/ /	/ /		
		/ /	/ /		
		/ /	/ /		

(Continue on separate sheet if necessary)

VII. TRAINING PROGRAMS (Start from the most recent training.)

32.	TITLE OF SEMINAR/CONFERENCE/WORKSHOP/SHORT COURSES (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	CONDUCTED/ SPONSORED BY (Write in full)
		From	To		
		/ /	/ /		
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(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

33.	SPECIAL SKILLS / HOBBIES:	34.	NON-ACADEMIC DISTINCTIONS / RECOGNITION: (Write in full)	35.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Tanza Water District		Tanza Water District		
	OCT 27 2016		NOV 02 2016		
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(Continue on separate sheet if necessary)

APPOINTMENT PROCESSING CHECKLIST

Name					
Position Title		SG/Step:			
Annual Compensation					
Agency		Sector: LGU GOCC NGA SUC			
AREA	CRITERIA	YES	NO	REMARKS (Provide specific details)	
Qualification Standards Does the Appointee meet the minimum qualification requirements of the position	1. Education				
	2. Experience				
	3. Training				
	4. Eligibility				
	5. Other Requirements (e.g. Age/ Residency for LGU Dept. Heads; Term of Office for SUC President , etc.)				
Common Requirements for Regular Appointments Are the following requirements provided?	6. CS Form 33 (revised 1998) in triplicate				
	7. Employment Status				
	8. Nature of Appointment				
	9. Signature of Appointing Authority				
	10. Date of Signing				
Submission and effectivity of Appointment	11. Certification of Publication/ Posting of VACANT Position (for NGAs, GOCCs, SUCs)				
	Certification of Posting of Vacant Position (for LGUs)				
	12. Certification by PSB Chairman (at the back of appointment) or copy of the proceedings of PSB's deliberation				
	13. Personal Data Sheet CS Form 212 (revised 1998)				
	14. Is the Agency accredited?				
Additional Requirements in Specific Cases Are the following cases applicable?	15. If accredited, was the appointment submitted to the CSC within 15 days of the succeeding month?				
	16. If NOT accredited, was the appointment submitted to the CSC within 30 calendar days from the date of issuance?				
	17. Erasures or alterations on the appointment and other supporting documents (Changes should be duly initialed by authorized officials and accompanied by a communication authenticating changes made)				
	18. With decided administrative/ criminal case Certified true copy of the decision rendered				
	19. Discrepancy in name/place of birth Requirements and Procedures as amended by CSC Resolution No. 9901907 dated August 27, 1999				
	20. COMELEC Ban Exemption from COMELEC				
	21. LGU Appointment				
	* Certification by the proper appointing authority re: compliance with the Local Government Code				
	* Certification by Municipal/City/Provincial Accountant/Budget Officer on availability of funds				
	* For appointment to Department Head, Sanguniang Resolution embodying the concurrence of the majority of its members				
	* For appointment issued as a result of reorganization/creation of new positions, Sanguniang Resolution approving the new organizational structures/creation of positions				
	22. Appointment involving change of status from temporary to permanent under categories specified in MC 11 s. 1996			n/a	
	* Category I - TESDA Certificate and corresponding CS Eligibility				
	* Category II - Performance rating for 2 rating periods the temporary appointment certified by the appointing authority				
	* Category IV - appropriate valid license				
Additional Requirements in Specific Cases Are the Following cases applicable?	23. Non-disciplinary demotion			n/a	
	* Certification of the agency head that the demotion is not a result of an administrative case				
	* Written consent by the employee interposting no objection to the demotion				
Other Documents Submitted	24. License				
	License regulated by the special law for the exercise of profession/vocation				
CSCFO Recommendation:					
<input type="checkbox"/> APPROVAL/ VALIDATION <input type="checkbox"/> DISAPPROVAL/ INVALIDATION Indicate the reasons for disapproval/ invalidation: _____ OTHERS, specify: _____		MASTER COPY CONTROLLED COPY			
Evaluated by:	Verified by:	Recommended by:			
Adrielle C. Bernardo	Karen P. Maestrado	Engr. Myrna P. Bobadilla			
IRMA - A	Division Manager B - Admin and GS	General Manager			
Date :		Date:			



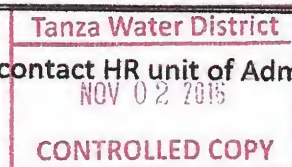
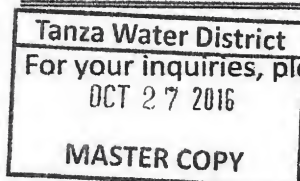
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TANZA WATER DISTRICT
Tanza, Cavite

EMPLOYEE: _____

REQUIREMENTS FOR PERMANENT APPOINTMENT:

1. Brgy. Clearance
2. NBI Clearance
3. Medical Examination: Form 211
 - a. drug test
 - b. blood test
 - c. urinalysis
 - d. chest x-ray
4. 6 pcs. documentary stamp (3 oath; 2 medical; 1 Admin and GS)
5. 4 pcs. passport size picture (CSC)
6. 2 pcs. 1X1 picture
7. Photocopy of Certificate of Eligibility, training and employment
8. Three (3) original accomplished PDS with three (3) passport size picture
9. Transcript of Records
10. Diploma
11. Community Tax Certificate (CTC)
12. Tax Identification Number
13. Birth Certificate

HR



For your inquiries, please contact HR unit of Admin and GS Division at (046) 434-9497.



Republic of the Philippines
TANZA WATER DISTRICT
A. Soriano Highway, Tanza, Cavite
Tel. Nos.: (046) 434-9497 / (046) 505-2906

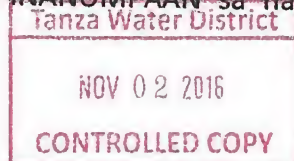
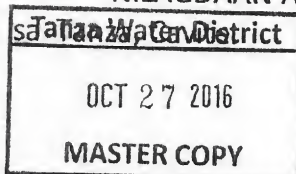
PANUNUMPA SA KATUNGKULAN

Ako si _____ ng _____
na hinirang/itinalaga sa katungkulan bilang _____ ay taimtim na
nanunumpa na tutuparin kong buong husay at katapatan, sa abot ng aking kakayahan,
ang mga tungkulin ng aking kasalukuyang katungkulan at ng mga iba pang pagkaraan
nito'y gagampanan ko sa ilalim ng Republika ng Pilipinas; na aking itataguyod at
ipagtatangol ang Konstitusyon ng Pilipinas; na tunay na manalig at tatalima ako rito; na
susundin ko ang mga batas, mga kautusang legal, at mga dekreto ng pinaiiral ng mga
sadyang may-kapangyarihan ng Republika ng Pilipinas; at kusa kung babalikatin ang
mga pananagutang ito, nang walang ano mang pagsubali o hangaring umiwas.

KASIHAN NAWA AKO NG DIYOS.

Sedula Klase Blg: _____
Kinuha sa: _____
Petsa: _____

NILAGDAAN AT PINANUMPAAN sa harap ko ngayong ika-____ ng _____



Position	:
POP Nos.	:
Salary Grade	:

Education:
Experience:
Training:
Eligibility:

[illegible]



Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite

RATING FORM FOR FIRST LEVEL POSITION

Evaluation of Education, Training and Experience
For the position of _____

Name : _____
Current Position : _____
Office : _____
Date : _____

In meeting Education Requirement 65%
Completion of 2 years college studies

EDUCATION (15%)

Bachelor's Degree	5%
<u>Masteral Units</u>	
18 units	11%
36 units	12%
Masteral Degree	15%
_____	_____
_____	_____
_____	_____

TRAINING (8%)

40 hours	8%
32 hours	7%
24 hours	6%
16 hours	5%
8 hours	4%
_____	_____
_____	_____

EXPERIENCE (12%)

5 years	Tanza Water District	12%
4 years	_____	11%
3 years	OCT 27 2016	10%
2 years	_____	9%
1 year	MASTER COPY	8%
	Tanza Water District	
	NOV 02 2015	
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_____	_____	_____
_____	_____	_____

Education : 0.0%
Training : 0.0%
Experience : 0.0%
Total : _____

Remarks: ☐ meeting the qualification standards
☐ not meeting the qualification standards



Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite

RATING FORM FOR SECOND LEVEL POSITION

Evaluation of Education, Training and Experience
For the position of _____

Name : _____
Current Position : _____
Office : _____
Date : _____

Completion of Bachelor's Degree 70%

EDUCATION (13%)

Masters Units

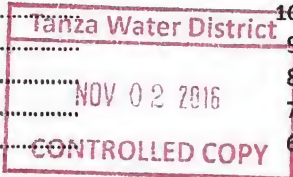
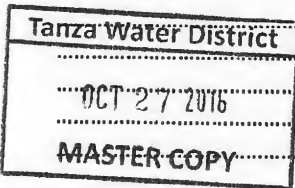
18 units	5%
36 units	7%
Masters Degree	10%
PHD units		
30 units	11%
60 units	12%
PHD	13%

TRAINING (7%)

40 hours & above	7%
32 hours	6%
24 hours	5%
16 hours	4%
8 hours	3%

EXPERIENCE (10%)

5 years		10%
4 years		9%
3 years		8%
2 years		7%
1 year		6%



Education : 0.0%
Training : 0.0%
Experience : 0.0%
Total : _____

Remarks:

☐
☐

meeting the qualification standards
not meeting the qualification standards



Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite

BACKGROUND CHECK

Name of Applicant: _____

Name of Person Being Interviewed/ Asked: _____

Title/ Occupation or Relationship to Applicant: _____

Contact Numbers: _____

Ask About:

- character _____
- dependability _____
- cooperation _____
- judgment _____
- maturity _____

* Rating Guide - Poor, Average, Very Good, Excellent

Additional Question Guide:

- How long have you known the applicant? _____
- Has the applicant worked with you? _____
- If yes, how long? _____
- Overall, how was the applicant as an employee? _____

- Why did the applicant left the company? _____

- If the applicant will apply again in your company, would you consider rehiring him / her? Why? _____

- How did he / she get along with co-workers? _____
- Did he / she work as part of a team, and if so, what contribution did applicant make? _____

- What would you say was his / her biggest accomplishment while working at your company? _____

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Name of interviewer: _____

Date: _____



Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite

ESSAY TEST RATING FORM

CRITERIA	Criterion Rating	Weight %	Rating
Content (substance, adequate comprehension and degree of analysis)	_____ x	30%	_____
Organization (unity, clarity, logical and effective arrangement of ideas)	_____ x	35%	_____
Mechanics and Grammar (spelling, punctuation, appropriate use of words and agreement of verbs, syntax)	_____ x	35%	_____

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TOTAL 100.00%

Ratee : _____

Office : _____

Examinee No.: _____

Date of Exam: _____



Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite

PSYCHO-SOCIAL AND PERSONALITY TRAITS (PSPT)

Interview Form
First Level Position

NAME : _____

PRESENT POSITION : _____

POSITION DESIRED : _____

TRAITS		RATING	WEIGHT	EPS
1	Oral Communication		15%	
2	Analytical Ability		10%	
3	Judgement		10%	
4	Initiative		20%	
5	Stress Tolerance		15%	
6	Sensitivity		15%	
7	Service Orientation		15%	
TOTAL			100%	

Rating Scale	
Excellent	93-100
More than Acceptable	85-92
Acceptable	75-84
Less Acceptable	64-74

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Comments:

Rated by: